



## **Homelessness Immigration Project Caseworker**

**£33,100 per annum – 21 hrs/wk to Full Time**

<b>Job Title:</b>	<b>Immigration Caseworker</b>
<b>Contract:</b>	<b>Fixed Term Contract until March 2026 with possibility of continuation subject to funding.</b>
<b>Contract type:</b>	<b>21 hrs/wk to Full-time, 35 hours per week</b>
<b>Salary:</b>	<b>£33, 100 per annum (pro-rata if part time)</b>
<b>Line Manager:</b>	<b>Reporting to Supervising Solicitor &amp; Director</b>
<b>Location:</b>	<b>Baseline Studios, Whitchurch Road, London W11 4AT (limited remote working)</b>

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### **NKLCs Background**

North Kensington Law Centre opened its doors in 1970 as the first Law Centre in the country, pioneering a community-based legal service which promotes rights and equality of opportunity. We are soon reaching 55 years of providing legal services to the communities of RBKC and beyond and have established history and tradition of fighting for justice on behalf of people from disadvantaged and vulnerable communities.

Our current areas of work are in employment, housing, immigration, and welfare benefits. In immigration, we have an LAA contract and undertake some privately funded work for matters which are out of scope for Legal Aid.

### **The Role**

As part of our London Homelessness Project with the London Councils, the main function of this role is to provide immigration advice and representation to non – UK people sleeping rough or destitute in the Northwest London sub - region. NKLC as lead project holders has partnered with Ealing Law Centre - ELC, and we will be working with supporting organisations including local authorities and homelessness organisation within our region.

As part of the project, we are committed to supporting non – UK rough sleepers within our sub-region (northwest London). In doing so, the candidate will engage effectively with referral organisations and travel to outreach locations as required.

### **Overall purpose of the post**

- Provide high quality advice and casework under the Homelessness Project in all categories of immigration, asylum, nationality law
- To travel to and from NKLC offices to outreach posts as necessary
- Work with vulnerable individuals who are destitute in a respectful and sympathetic manner
- To support the Law Centre in generating further income through our LAA contract, and other funding streams.
- Work towards a weekly referral target and comply with all the requirements of the project.

### **Role and Responsibilities**

#### **The post holder will:**

- Manage a complex caseload and take on cases which break new ground.
- Undertake occasional work at various drop-in sites within our sub-region
- Work closely with project lead and co-ordinator and other team members including ELC.
- Post holder will be familiar with *sections 95 and 4 Immigration and Asylum Act 1999* and *Schedule 10, paragraph 9 Immigration Act 2016* accommodation process and facilitate casework as required
- Provide high quality advice, assistance and representation at IAA level 2.
- Contribute to New Matter Start take up to meet the Law Centre's contract with the Legal Aid Agency (LAA).
- Ensure files are LAA, LexCel and IAA compliant at all times.
- In addition to the tasks and duties listed in this job description to undertake such duties as may be identified and which are generally compatible with the functions of the post other related casework.

#### **Other responsibilities include:**

- Carrying out duties to reflect and implement the equal opportunities objectives and policies of North Kensington Law Centre.
- Working flexibly, in a co-operative way with others and undertaking any other necessary and appropriate tasks.
- To participate fully in unit and staff meetings.
- Being self-servicing and able to use ICT programmes.
- To observe the Law Centre's Confidentiality Policy at all times.
- To maintain Professional Development as required by LAA and IAA
- To attend courses on new legislation, specialist skills and the use of IT
- To maintain an up-to-date knowledge of relevant changes in law and policy
- To undertake such training as is necessary as to attain or maintain the standards required by the Law Centre
- To coordinate activities, procedures, and systems to promote common policies and practices.

## **Social Policy**

To be alert at all times to social policy implications of issues presented by clients. To take appropriate action to influence social policy about these issues.

## **Accountability**

Accountable to the Immigration Supervisor and Director

## **Person Specification**

To be considered for this role, you must have:

1. Immigration & Asylum Accreditation (IAAS), Level 1, Level 2 Caseworker is desirable
2. Immigration Advice Authority (IAA) Level 2, Level 3 desirable
3. An Enhanced DBS certificate issued within the last 12 months

## **Experience:**

- A proven track record of offering high quality advice and representation in asylum, immigration and nationality law
- At least two years' experience of immigration casework in a similar setting.
- A proven track record of offering high quality advice and representation in LAA and private funded immigration matters
- Experience of working within an LAA contract and a clear understanding of billing requirements.
- An ability to raise income by use of LAA funding of cases and cost claims.
- A commitment to deliver face-to-face advice services to vulnerable and disadvantaged clients.
- Experience of liaising and negotiating with statutory and voluntary organisations.
- Sympathy, sensitivity, and understanding towards immediate issues facing the local community.
- Ability to explain the law clearly and simply.
- Excellent IT skills, including experience of a legal case management system.
- Experience of informing and training colleagues and local organisations on immigration legislation and any changes in the law.

## **Skills and competencies:**

- Accuracy and attention to detail
- Experience of working under pressure and be capable of meeting deadlines.
- Good organisation skills
- Ability to stay calm and composed in demanding situations.
- Work as part of a team, have the ability to delegate triage enquiries and take on work delegated by peers
- Ability to take clear instructions and follow through.
- Good communication skills and personal presentation

**Key Attributes:**

- Ability to manage caseload.
- A clear understanding of in-scope LAA casework and billing methods within the contract
- Understanding of and commitment to the role of law centres within a local community
- Understanding of issues affecting minority groups in terms of immigration needs.
- Awareness of and commitment to equality and diversity policies.
- Patience and empathy when working with vulnerable clients.
- Flexible approach to carrying out duties outside of job description when required.
- A willingness to travel and work outside normal working hours as required

**Equal Opportunities:**

The Law Centre is an equal opportunities organisation. We recognise that widespread discrimination exists in society towards individuals and groups both directly and indirectly. All employees are expected to adhere to and promote the Law Centre's Equal Opportunities Policy.

**Specific Details:**

The vacancy is full time and on a fixed term basis (end or March 2026) for the duration of the project although there may be scope for the post to be extended. Candidates must have the right to work in the UK without visa sponsorship and subject to DBS clearance.

The role requires an enhanced DBS clearance within 4 weeks of commencing employment and the post will remain dependent on the outcome. Candidates are required to make a full disclosure of previous or pending civil and criminal matters against them and of any other suitability matters relating to the role. These must be highlighted at the end of their personal statement. The selected candidate will be requested to provide two professional references of which one must be their most recent employer.

The primary working location is from our offices in W11 4AT with limited scope of working remotely. The post holder will be required to work 5 days per week (35 hours) during the core hours of 10-5pm.

**Vacancy Details:**

To apply for the post, please email your CV with a detailed statement of no more than 1000 words to [cassim@nklc.org.uk](mailto:cassim@nklc.org.uk) demonstrating how you meet the Person Specification Criteria and Specific Details section. You must cover all sections of the Specification in the same order.

**Closing date for applications:**

Applications will be reviewed, and interviews offered on a rolling basis until the position is filled. Shortlisted candidates will be initially contacted by email. If you have not received a response within 7 days of submission, please assume your application was unsuccessful.

If you have any disabilities and require special arrangements for interview process, please highlight this at the end of your statement.